



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Regular Meeting of Town Council  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, MD 20896

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## **Town Council Meeting: May 13, 2019**

### **MINUTES**

**Call to Order** – Mayor Kacky Chantry called the meeting to order at 7:38 PM. Present were Councilmembers Jane McClintock, Phil Schulp, Dan Simons, Stephen Paczkowski, and Hans Wegner. Also present were Town Manager Andrea Fox, approximately four Town residents including Ed Lincoln representing the Bugle, videographer Grant Peacock, and special guests from the Maryland General Assembly including District 18 Maryland Senator Jeff Waldstreicher and Delegates Emily Shetty and Jared Solomon.

**Oath of Office for Newly Elected Councilmembers** – Mayor Kacky officiated the swearing in of the newly re-elected Councilmembers Schulp, Simons, and Paczkowski. The District 18 delegation offered congratulatory remarks and distributed a Maryland General Assembly Official Citation to each of the newly elected councilmembers.

**Mayor's Opening Remarks** – Mayor Kacky thanked the election judges, poll workers, Town staff, and residents who assisted with the Town election. There was a 55% voter turnout, with 477 ballots submitted out of a potential 870 eligible voters. Mayor Kacky said that ballots were counted the same evening after the polls closed, with candidates notified of the results. She mentioned that tabulations started at 8:35 pm and finished at 11:00 pm and that the Town Office will continue to improve the efficiency of the process. Mayor Kacky also recognized the great success and good turnout of the Mid-Century Modern House Tour sponsored by the Historic Preservation Committee. It was a community effort and featured members of the Richter family.

**Approval of Agenda** – The agenda was amended to remove the item requesting Approval of the Field Inspector Services Contract for SRTS and to add the Historic Preservation Committee as a Town Update given by Councilmember Paczkowski.

**Approval of Minutes** – The April 15, 2019 Regular Meeting minutes were amended with the following changes:

- Under Action, Introduction of Ordinance 2019-8, FY20 Capital and Operating Budgets
  - o Tax Rates
    - changed language from "Council was reminded that they will need to decide" to "Council *discussed*" the local property tax rate.
    - Added "and Town Manager" to the text: "The FY20 budget table...by the Mayor and Town Manager"
  - o Committees – Changed sentence from "Communications Advisory Committee (CAC) funds *will* be used for digital signage," to read "Communications Advisory Committee (CAC) funds *may* be used for digital signage," following

discussion about the potential environmental impact of adding digital signage in the Post Office.

- Committees (second reference) – added the word “youth” so that it reads “the Film society and the annual *youth* art workshop.”
- Under Town Updates, Historic Preservation Committee
  - This will now read, “The tour will include homes on Weymouth, Oxford, and Clermont [corrected].”
- Mayor Kacky and Council discussed the development of a policy document that could be used to establish a process for Town groups to make special funding requests. Councilmember Simons will create a first draft.
- The April 15, 2019 Regular Meeting minutes were approved as amended. Councilmember Wegner abstained as he did not attend the April 15, 2019 Regular Meeting.

### **Action**

- *Adoption of Ordinance 2019-8, FY20 Budget – Town Manager Fox*
  - Town Manager Fox gave an overview of the FY20 budget.
  - Mayor Kacky and Council discussed the ability of the Mayor to transfer budget funds in the Operating budget at the subcategory level, and in the Operating and Capital budgets from the contingency to any category.
  - The following amendments were recommended:
    - Ordinance 2019-8, FY20 Budget. In the second “Be it further resolved” clause, the following text was removed: “which action inherently does not violate the above provision of adopting the budget at the major category (0) level.”
    - The Capital Budget Accounts page was amended to change “Storm Water Management” to “Stormwater Management.”
  - In preparation for the FY20 mid-year budget adjustment, Mayor Kacky mentioned changes that could be proposed to give greater flexibility to the budget management process, such as adding more funds to the contingency; re-organizing the Capital budget by project; or adopting the Capital budget at the major category level only.
  - Councilmember Schulp moved to adopt the FY20 Capital and Operating budgets as amended. Councilmember McClintock seconded the motion; approval was unanimous.
- *Adoption of Resolution, Montgomery County Hazard Mitigation Plan 2018 – Town Manager Fox*
  - Town Manager Fox gave an overview of the development of the Montgomery County Hazard Mitigation Plan 2018, and the Town's role in the plan. The plan does not commit the Town to anything.
  - The Resolution text was amended as follows: In the second “Whereas” clause, “state and federal rules” was changed to “federal and state laws.” In the fourth “Whereas” clause, text was changed from “18 local municipalities” to “19 local municipalities.”
  - Councilmember McClintock moved to adopt the Montgomery County Hazard Mitigation Plan 2018 resolution as amended. Councilmember Wegner seconded the motion; approval was unanimous.

## **New Business**

- *Stormwater proposals and task force – Mayor Kacky.* The Town (contract) engineer Clark Azar prepared a stormwater study for Rokeby and Kenilworth. Clark Azar had previously prepared a concept drawing for mitigation and a study with proposed recommendations for Clermont and Montrose. The Town now has the WSSC as-built drawings of water and sewer infrastructure and storm drain piping drawings from the initial installation through the mid-1970s. In the coming weeks, this information will be distributed to Councilmember Wegner and the task force to review the two studies and as-built drawings. The Town Office can schedule a meeting for Clark Azar to meet with the task force. Councilmember Wegner would like to involve the County as well. Councilmembers Schulp and Paczkowski requested to see copies of the reports and as-built drawings.
- *Summer Hiatus for Town Council July or August – Mayor Kacky.* The Town Council typically takes a one-month break in the summer. Council decided to take a hiatus on August 12, 2019. The public will be notified.
- *Town Council Retreat July or August – Mayor Kacky.* Mayor Kacky and Council discussed holding a two to three-hour retreat on a Saturday morning after July 9. Possible agenda topics include reviewing FY20 assignments, setting goals, and discussing how to achieve those goals.

## **Town Updates**

- *Safe Routes to School Project – Mayor Kacky.* The Town has not selected the lowest responsible, responsive bidder, nor made a formal recommendation to State Highway Administration (SHA) for the concurrence in award package for SHA and Federal Highway Administration (FHWA) review. The Town Office has been researching the lowest bidders and conducting due diligence. In that process, disconcerting information was discovered. Some councilmembers are working with the Town Office to review research and make a recommendation to SHA.
- *Comprehensive Arboretum Plan (CAP) and tree inventory – Councilmember McClintock.* The Arboretum Committee is fine tuning the CAP, which will be presented at a public meeting hopefully before the end of the fiscal year. This meeting will cover what the inventory is and how residents can use it. Councilmember McClintock will follow-up with the meeting date. The Spring Tree Walk will take place May 19, 12:00 – 2:00 pm, and will start at the Post Office. There are 14 replacement trees that will be planted in the Town right-of-way. The trees were chosen by the Town's consulting Arborist and will be planted by Town staff.
- *Communications – Councilmember Simons.* The committee had email dialogue and plans to meet in-person before the June Town Council meeting. Councilmember Simons will get the committee refocused on their objectives. Mayor Kacky requested the committee's support in getting the Town to use one communication platform. Councilmember Simons will give a more detailed update at the next meeting.
- *Historic Preservation Committee (HPC) and Town Hall Renovation Planning – Councilmember Paczkowski.* A successful mid-century home tour was held, and the HPC was happy and energized with the outcome. The home tour donations will go to the Archives reserve account in the budget, and as requested, will not be used until a new Archivist is hired. The committee is considering a future tour of Techbuilt homes. The HPC has requested receiving notification for when a Town permit or variance is requested. It was decided that the Town Office will copy HPC on new requests, and the Land Use Committee and HPC will communicate with each other. Regarding Town Hall renovations, discussions this fall will include the scoping options, some associated costs, and how to move the renovation process forward.

- *Archives – Councilmember Schulp.* The Archives Committee is looking for volunteers to join the committee. One member of the Committee is working with the Town Office to review resumes of candidates for the (contract) Archivist position.
- *Traffic and Parking – Councilmember Schulp.* Members will review a list of road sign needs that was compiled by the Town Office and will make a recommendation about what is needed and where the signs should be placed. Town Manager Fox will resume communications with Montgomery County about delegating authority to the Mayor to issue parking citations and a Memorandum of Agreement between the County and the Town to process tickets and collect parking fees.
- *Strathmore Hill pedestrian warning light – Councilmember Wegner.* Councilmember Wegner has exchanged several emails with the County asking for an update. The last email referenced conducting a pedestrian survey in April. Councilmember Wegner recommended that the survey take place after Memorial Day on a summer weekend when the pool is open. Councilmember Wegner placed an initial called to Maryland Senator Jeff Waldstreicher's office that we may need his help in the future.

Resident Jean Horan expressed that residents who propose a project that requires resources may first ask sources other than the Town to support the project, i.e. the Women's Club or the Citizen's Association, to see if the project fits the mission. Mayor Kacky confirmed that as previously discussed during this meeting, a policy will be developed to handle this type of request going forward. There was discussion about the importance of communications in publicizing events and raising money via email.

Mayor Kacky confirmed that all councilmembers and Committee Chairs now have access to post Town business on the GPML list.

**Town Manager's Report** - Town Manager Fox reported that the April Revenues, Operations, and Capital Budgets are at expected levels. The Monthly Manager's Report was reviewed. There are two new building permits that were issued since the last Town Council meeting. There have been several town maintenance improvements, new trees will be planted, and a new (contract) Town Archivist will be selected soon.

**Adjournment:** Mayor Kacky adjourned the meeting at 9:28 PM.



Respectfully submitted,

*Andrea Fox*

Andrea Fox, Clerk-Treasurer